

CA41 Democracy in Action – Bylaws

Article I. Name

The name of this organization shall be CA41 Democracy in Action, hereinafter referred to as CA41 Democracy in Action. The CA41 Democracy in Action is a Democratic Club chartered by the Riverside County Democratic Party.

Article II. Purpose

The purpose of the CA41 Democracy in Action shall be to foster the ideals of the Democratic Party. To fulfill this purpose, the CA41 Democracy in Action will provide a constructive role for the volunteer in Democratic politics, will contribute to Party leadership and responsibility, will promote harmony within the Party, will support the Party platform, and will assist in the selection of Democratic candidates.

Article III. Membership

Section 1. Members

A person must apply for club membership. Requests for membership will be accepted by the Steering Committee (as defined herein) or the Committee's approved designee. Members are required to pay annual dues as set forth in these bylaws and sign the Code of Conduct (see Addendum). All members of the club must be registered Democrats. If ineligible to register, members shall declare their intention of so registering as a Democrat immediately upon becoming eligible. Members in good standing are defined as eligible to vote in club activities by having paid dues or having dues waived. Members in the club may reside in or outside Riverside County.

Section 2. Voting Rights

All members in good standing who have been members for 60 days or more, tracked by the Treasurer are eligible to vote. There shall be no votes by proxy.

Section 3. Nondiscrimination

CA41 Democracy in Action does not require or use any test of membership or oath of loyalty which has the effect of requiring prospective or current members to acquiesce in, condone or support discrimination on the grounds of race, color, creed, national origin, physical ability, sex, age, religion, ethnic identity, sexual orientation, or economic status.

Article IV. Dues

Dues shall be set annually by the Steering Committee and approved by the membership. Dues shall be due and payable upon joining the CA41 Democracy in Action. Thereafter, membership dues shall be paid annually at the beginning of every calendar year. However, any new member

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paying dues after October 1st shall be deemed to be fully paid through December 31st of the following year. The membership of any member whose dues for a given calendar year remain unpaid beyond March 10th of that year shall be deemed to have lapsed and to be of no further force or effect.

Article V. Officers

Section 1. Titles and Terms

Officers of the CA41 Democracy in Action shall be President, Vice President, Secretary and Treasurer.

Section 2. Duties

In addition to such duties as may be prescribed by law, the duties of the Officers shall be as follows:

1. President

The President shall be the Chief Executive Officer, preside over all General Membership Meetings of the CA41 Democracy in Action and the Steering Committee, and may appoint nine (9) Members-at-Large to the Steering Committee. The President will appoint committee chairs with the concurrence of the Steering Committee, except as otherwise provided in these Bylaws.

2. Vice President

The Vice President shall perform the duties of the President in the absence of the President, and fulfill other duties assigned by the President of the CA41 Democracy in Action.

3. Secretary

The Secretary shall record and have custody of the Minutes of the General Meetings and of the Steering Committee Meetings, and fulfill other duties assigned by the President of the CA41 Democracy in Action.

4. Treasurer

The Treasurer shall be responsible for the financial matters of the CA41 Democracy in Action, which include keeping the financial records and making the required filings with government entities. The Treasurer shall report financial summaries to the Steering Committee and the club membership on a quarterly basis.

Section 3. Elections

The officers shall be elected either by acclamation or by ballot at the first General Meeting in January of odd-numbered years and shall hold office for two years or until the successor is elected. The voting process may be handled electronically. A majority of those members in good standing present shall be required to elect. Upon election the new officers will be installed.

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Section 4. Nominating Committee

The Nominating Committee shall consist of three members in good standing. The chairperson is appointed by the President. Any member in good standing for 3 months or more shall be eligible for any office. Potential nominees shall be informed of the duties and responsibilities of the offices. No member serving on the current Nominating Committee shall be nominated for an office. Each nominee must accept the nomination in order to be on the slate of officers for election. The Nominating Committee shall recommend one candidate for each elective office and give a report to the general membership at the December meeting. Additional nominations may be made from the floor at the January meeting before voting takes place.

Section 5. Vacancies

Should any officer fail to attend two General Meetings or Steering Committee Meetings, the Steering Committee shall serve notice that should there be a third missed meeting in the calendar year, the third missed meeting is automatic cause for removal. Such a removal shall trigger a vacancy for that office. The Steering Committee shall appoint a successor for the remainder of the term. Any such appointment shall be ratified at the next General Meeting. If an officer resigns, the Steering Committee shall follow the procedure indicated above.

Section 6. Recall of Officers

Ten percent (10%) of the members in good standing may petition for removal of any Officer. Any CA41 Democracy in Action officer may be recalled from their office by a two-thirds majority vote of the members in good standing present and voting at a General Meeting of the CA41 Democracy in Action. However, the number of members in good standing present at such a meeting shall represent no fewer than thirty-five percent (35%) of the total members in good standing of the CA41 Democracy in Action. The motion to recall any officer shall be communicated in writing to that officer at least seven days before the General Meeting. If they wish, the officer facing recall must be given an opportunity to defend themselves regarding the charges that led to the recall. This defense must be given at the meeting before the vote occurs. The results of the vote shall be communicated in writing to the concerned individual.

Section 7. Parliamentarian

The President shall appoint the Parliamentarian.

Article VI. Meetings

Section 1. General Meetings

The CA41 Democracy in Action shall meet on the third Wednesday of each month. Meetings may be held in-person or electronically. Other General Meetings shall be held at such time and place as specified by a majority of the Steering Committee. CA41 Democracy in Action meetings shall follow the open rule meetings, allowing non-members to attend, but not participate without express invitation by the Steering Committee.

Section 2. Quorum

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No less than 11 or more members of the general membership must be present at any regular or special meetings in order to constitute a quorum.

Section 3. Parliamentary Authority

Robert's Rules of Order, Newly Revised, shall be the parliamentary rules for all matters not provided in the Bylaws.

Section 4. Notice of Meetings

At least seven days prior to a General Meeting, a person designated by the President shall email the meeting notification to each member in good standing along with an agenda. The emailing of a CA41 Democracy in Action newsletter at least seven days prior to a General Meeting shall fulfill the obligation to provide notice of meetings. It is the member's responsibility to notify the Membership Chair of email address changes. Members will have the opportunity to opt out or opt back into email notifications at any time.

The CA41 Democracy in Action will keep regular communications with the Riverside County Democratic Party by sending notice of events and meetings to:

- a. The Chair of the RCDP.
- b. Chair of the RCDP Assembly District delegation in which a majority of the organization's members reside.
- c. Mailing copies of newsletters to the Chair of the RCDP.

Section 5. Reasonable Accommodation

Reasonable Accommodation will be provided for persons with disabilities. Accommodations include but are not limited to parking, restroom facilities, American Sign Language requirements, or alternate format materials. Requests should be made to the President at least forty-eight (48) hours before a membership meeting.

Article VII. Steering Committee

Section 1. Functions

The Steering Committee develops policy with all policy matters open to the General Membership. The Steering Committee shall develop an annual budget, carry out the business of CA41 Democracy in Action, and perform any other duties provided for in the Bylaws or in Robert's Rules of Order, Newly Revised. The Steering Committee shall authorize all expenditures of funds of CA41 Democracy in Action, delegating such authority as is consistent with sound business practice.

Section 2. Membership

Membership of the Steering Committee shall include all elected officers of the CA41 Democracy in Action, the Immediate Past President, the appointed Chairs of all Standing Committees, and

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nine (9) appointed Members-at-Large.

Section 3. Meetings

The President shall call a meeting of the Steering Committee at least nine (9) times per year with seven days' notice. Meetings may be held in-person or electronically. The President, or a majority of committee members, may call the Steering Committee into Special Session whenever the need arises. In emergencies, the Steering Committee may act by e-mail, teleconference, or electronic vote. The actions of the Steering Committee at Special Sessions shall be ratified at the next Steering Committee meeting and reported at the next General Meeting.

Section 4. Quorum

No less than 30% or more members of the steering committee must be present in order to constitute a quorum.

Article VIII. Committees

The Standing Committees of the CA41 Democracy in Action are as follows: Fundraising, Communications, Membership, Political Outreach, Volunteer Action, Event Management. Ad hoc committees may be established and dissolved at the discretion of the President. The Chair of each Committee shall recruit and appoint all other members of that committee.

Each committee can have co-leads to share the responsibility of the committee and a co-lead can attend Steering Committee Meetings as an alternate of the Chair if the Chair is not able to attend.

Committees can be chaired or participated in by members in good standing in the club whether they are residents of Riverside County or not.

Article IX. Candidate Endorsement

Section 1. Endorsement

The CA41 Democracy in Action shall endorse only registered Democrats, in accordance with the following list of rules so as to ensure compliance with the bylaws of the Riverside County Democratic Party (RCDP).

1. The CA41 Democracy in Action may only endorse as many candidates as there are open positions to elect.
2. The CA41 Democracy in Action may support Democratic candidates in any election.
3. Non-Democratic candidates shall not be endorsed, rated, or given financial support.
4. The CA41 Democracy in Action shall notify their membership, and all eligible Democratic

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candidates for the office under consideration, at least seven (7) days prior to the General Meeting that an endorsement consideration will be made at that meeting.

5. None of the endorsements by the CA41 Democracy in Action shall be construed as endorsement by either the California Democratic Party or the Riverside County Democratic Party. Words to that effect shall be included and clearly visible wherever CA41 Democracy in Action's endorsement is referenced.

6. CA41 Democracy in Action may endorse, by affirmative vote of sixty percent (60%) of those members in good standing present and voting, any Democrat who has filed as a candidate for non-partisan office or for partisan office. Blank ballots, void ballots, secret, and abstentions shall not count toward the total. The same sixty (60%) shall apply to endorsements in support of, or opposition to ballot measures.

7. The sixty (60%) threshold is calculated by multiplying the number of ballots cast (excluding blank ballots, void ballots, and abstentions) by .6 and if a whole number is not obtained, rounding up to the next whole number.

Article X. Termination of Membership

Section 1. Grounds for Termination

Membership in the CA41 Democracy in Action may be terminated for any of the following reasons:

1. Publicly advocating that voters should not vote for the nominee of the Democratic Party for any partisan office.
2. Publicly supporting a candidate from another party in a partisan or non-partisan race in which a Democrat is running.
3. Committing fraud or malfeasance.

Section 2. Motion to Consider Termination of Membership

Any member in good standing of the CA41 Democracy in Action who is eligible to vote may make a motion at a General Meeting that an individual's membership in the CA41 Democracy in Action may be considered for termination for one or more of the reasons listed above. The motion to initiate this action shall state in detail the act(s) prompting the motion and shall be presented in writing to the President. If the motion to consider passes, further action will be taken at the next General Meeting.

Section 3. Procedure for Termination of Membership

Within seven days, the Secretary will notify the member cited in the motion that their CA41 Democracy in Action membership has been questioned. The letter of notification shall include 1) the names of the person who made the motion and who seconded it, 2) the time and the place of the next General Meeting, and 3) that the cited member has the opportunity to attend that meeting and challenge the allegation(s). At the next General Meeting, the maker of the motion for termination will bear the burden of providing clear and convincing evidence to support their

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motion. After both sides have been heard, CA41 Democracy in Action members in good standing will vote on the motion. A two-thirds majority of members in good standing present and voting will be required for the motion to pass.

Article XI. Disciplinary Jurisdiction

Members and officers shall be subject to the rules, regulations, and disciplinary jurisdiction of the Riverside County Democratic Central Committee as set forth in these Bylaws.

Article XII. Selection of Representatives to the California Democratic Party (CDP) Pre-Endorsement Conference

The "Pre-endorsing Conferences" are a public meeting of the Democratic Party and shall be open to all Democrats. These conferences provide for Democratic Clubs to participate in casting their vote in the endorsement process through the process described herein.

Section 1. Club representatives shall be allocated as follows: one representative, resident in the Assembly District and duly registered as a member of the Democratic Party of California, for each full (not a fraction thereof) 20 members in good standing registered to vote in the Assembly District who were listed on the roster submitted to the appropriate Regional Director of the CDP no later than the date requested by the appropriate Regional Director of the year immediately prior to the endorsing process.

Section 2. For purposes of this Section:

- A.** Only members in good standing as of the deadline shall be included on the roster.
- B.** "Members in Good Standing" shall mean a member whose dues are current or have been waived due to economic hardship.
- C.** The status of such members shall be certified by the Club's President, Secretary or Controller; and
- D.** The Club's representatives to any pre-endorsing conference must be from the roster described above and the overall list of representatives to all conferences must be equally apportioned between men and women, to the extent possible.

Section 3. Said representatives shall be selected by majority vote of a Selection Committee comprised of the Elected Officers, a quorum being present. The Selection Committee shall not select one of its own members unless it first determines that no other viable option is

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available. If such determination is made, they shall inform the membership of their decision, and the reasons therefore, at the next General Membership meeting.

Section 4. No later than the date requested by appropriate Regional Director of each odd number year, this Club shall inform its membership of the process for selection as a Representative to the CDP Pre-Endorsing Conferences, by email to those members who have provided email addresses and by US mail to those members who have not provided email addresses.

Section 5. In order for a member's name to be submitted as one of this Club's representatives to the CDP Pre-Endorsing Conferences, the member must submit a signed written declaration of intent to the Selection Committee declaring their intent to support this Club's endorsed candidates at the Pre-Endorsing Conferences by voting for them at the Pre-Endorsing Conferences.

Article XIII. Amendment of Bylaws

1. Any proposed amendment is to be submitted to the Steering Committee for their recommendation(s).
2. Such recommendation(s) may be considered at any regular or special Steering Committee Meeting provided five (5) days' notice that such a review or modification of the Bylaws is given to Steering Committee members.
3. If approved by the Steering Committee, a notice of the recommended amendment shall be sent to all members in good standing with a meeting notice of least thirty (30) days in advance of the meeting at which the amendment is to be put to vote.
4. Amendment of the Bylaws requires a two-thirds vote of those members in good standing present at any General Meeting.

Article XIV. Requisite Provisions

Requisite provisions not covered by these Bylaws shall follow those of the Riverside County Democratic Party (RCDP) or of the California Democratic Party (CDP), where applicable.

In the absence of any specific applicable bylaw by any applicable governing body, Robert's Rules of Order, Newly Revised, shall prevail.

Effective Date

This Constitution & Bylaws or any amendments thereto shall go into effect and become effective immediately upon their adoption.

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The undersigned President and Secretary of CA41 Democracy in Action, hereby certify that, on April 19, 2023, at a regular general membership meeting of the organization, the foregoing Bylaws of the organization were duly submitted to a vote of the members and were approved by the membership.

5/6/2023

Date

Margaret Back

President

5/6/2023

Date

John Lacombe

Secretary

Amended:

September 20, 2023

January 17, 2024